



U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

Bogota

2. AGENCY

Department of State

3a. POSITION NO.**3b. Subject to Identical Positions?** Agencies may show the number of such positions authorized and/or established after the "yes" block.☐ Yes☐ No**4. REASON FOR SUBMISSION**☐

a. Reclassification of duties: This position replaces

(Position No.)

(Title)

(Series)

(Grade)

☐

b.

☐

c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Domestic Appliance Technician**FSN-5**

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)**APPLIANCE TECHNICIAN****7. Name of Employee****8. Office/Section**

Management Section (MGT)

a. First Subdivision

Facility Management Office (FAC)

b. Second Subdivision**c. Third Subdivision****9. This is a complete and accurate description of the duties and responsibilities of my position.**_____
Printed Name of Employee_____
Signature of Employee_____
Date (mm-dd-yyyy)**10. This is a complete and accurate description of the duties and responsibilities of this position.**_____
Printed Name of Supervisor_____
Signature of American Supervisor_____
Date (mm-dd-yyyy)**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**_____
Printed Name of Chief or Agency Head_____
Signature of Chief or Agency Head_____
Date (mm-dd-yyyy)**12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**_____
Printed Name of Admin or Human Resources Officer_____
Signature of Admin or Human Resources Officer_____
Date (mm-dd-yyyy)**13. Basic Function Of Position**

The incumbent is a specialist in the appliance repair field for both commercial and residential equipment. Under the supervision of the FAC Residential Maintenance Coordinator, is responsible for performing preventive and routine repair work. Receives written or verbal requests for maintenance services and ascertains all of the necessary information to determine whether the work is of a routine or emergency nature. Assignments may be directed by the FAC Residential Maintenance Coordinator or other assigned supervising staff members. Position holder has incidental driving duties.

14. Major Duties And Responsibilities

% OF TIME

Essential Duties and Responsibilities

90%

1. Respond to scheduled, unscheduled and preventive maintenance appliances repair work orders generated by the Global Maintenance Management System (GMMS). Analyze, trouble shoot, install, rebuild, calibrate and make adjustments as recommended by manufacturer specifications.
2. Inspect and verify the operation and safety of commercial and residential appliances.
3. Report irregularities, discrepancies, equipment damage and all safety concerns to supervisor.
4. Recommend spare part levels that are stored in a warehouse or vehicle to ensure availability when needed.
5. Respond to 24-hour emergency situations as directed by his or her supervisor.
6. Monitor vendors and contractors to determine that work is correctly performed and completed in a timely manner, that the correct materials are utilized, and to assure that procedures meet work requirements.
7. Assist in maintaining costs, inspections, and maintenance records to document maintenance work and equipment replacements. This includes accounting for labor hours and material usage after completion of work. This position will be a petty cash holder.

Logistic support

10%

Other assigned duties are to support post activities including relocations, emergency actions, escorting and monitoring contractors on site. Individual may be required to assist other facility management personnel and assist other shops as part of the maintenance team as directed by the Facility Manager or an assigned supervisor.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

Completion of high school is required.

b. Prior Work Experience:

From three to five years of work experience as a maintenance technician within the appliance repair field is required.

c. Post Entry Training:

On-the-job training.

Smith system driving training.

EX251 - Annual Counterintelligence Awareness Training for LE Staff

d. Language Proficiency:

English Language Level 1 (rudimentary knowledge) is required. Spanish Language level 3 (good working knowledge) is required.

e. Knowledge:

Intermediate knowledge of safe operation and repair of commercial and residential appliance equipment such as, but not limited to; Commercial Equipment: kitchen exhaust hoods, ice machines, dish washing machines, gas and/or electric steamers, ranges, convection ovens and hot cabinets etc. Residential Appliances: stoves, refrigerators, dishwashers, microwave ovens, garbage disposals, washing machines, clothes dryers and water heaters, is required

Must have good knowledge to select and use tools or instruments to assemble, adjust, calibrate, repair or test various products, to read, understand and apply written text of a technical nature in order to answer questions, solve problems, and complete job tasks and to provide knowledgeable, courteous and professional customer service.

Must have good knowledge of electrical, mechanical and plumbing principles and theories and building, electrical and plumbing codes.

f. Skills and Abilities:

- The incumbent must be able to read and understand blueprints, schematics, and operation and maintenance technical manuals and to respond to emergency situations in an efficient and timely manner to effect immediate repairs.

- Must have the ability to communicate orally and in writing with mission staff, co-workers, contractors and vendors to obtain and provide pertinent information, be organized and have excellent interpersonal skills and be able to handle a large workload and multiple tasks.
- Basic knowledge in Word, Excel and Outlook is required.
- Incumbent must have a valid local drivers' license (Category B1) to operate private automobiles, Sports Utility Vehicles (SUV) and pick-up trucks, and have good driving skills to drive Government-Owned vehicles.

16. Position Elements

a. Supervision Received:

Under the direct supervision of the FAC Residential Maintenance Coordinator.

b. Available Guidelines:

Guidelines are provided by established trade practices, technical manuals, drawings, as-builts and Post's specifications/policies/procedures.

c. Exercise of Judgment:

Incumbent makes routine judgment decisions when repairing or troubleshooting equipment. Determines and implements the best course of action for providing a safe working environment for the mission staff and all visitors.

d. Authority to Make Commitments:

No ability to make commitments for the facility maintenance staff or post. With the approval of the Facility Manager or an assigned supervisor commits to work priorities.

e. Nature, Level and Purpose of Contacts:

He or she interacts with technicians, supervisors, customers, and subcontractors. Levels of contact with contractors shall be held at a minimum or otherwise as directed by the Facility Manager or an assigned supervisor.

f. Supervision Exercised:

This is a non-supervisory position. However, individual may be required to direct the services of trade helpers or others assigned to assist as necessary.

g. Time required to perform full range of duties after entry into the position:

Six (6) months.